

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
FD-72 (REV. 7-92)

6/28/97
[Signature]

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 16830	(9) SCHEDULE DATE March 1, 1997	(9) NUMBER OF PAGES 3	(9) CUBIC FEET (Total Schedule) Estimated 30'
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL DATE(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISE

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS
[Signature] (14) TITLE
MANAGER Maintenance Unit (15) DATE SIGNED
8 May 97

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE - RECORDS MANAGEMENT ANALYST Kristine Estes	(17) TITLE Departmental Records Coordinator	(18) DATE SIGNED 6/20/97
(19) NAME (Printed or Typed) Kristine Estes	(19) TELEPHONE 323-4095	

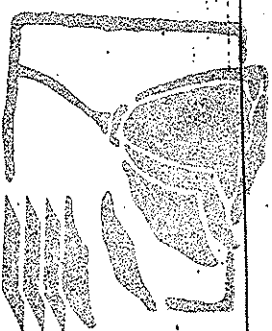
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(21) SIGNATURE - DGS CONSULTANT Tamara M. Hubert	(22) APPROVAL NUMBER 97-1011
(23) TITLE Records Management Consultant	(24) DATE SIGNED 6/16/97

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)
THE ATTACHED RECORDS RETENTION SCHEDULE:

(25) ☐ Contains no material subject to further review by the California State Archives

(26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



(27) SIGNATURE - CHIEF OF ARCHIVES
John F. Bremer

(28) DATE SIGNED
JUL 14 1997
CALIFORNIA STATE ARCHIVES

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 16830	DATE (3) March 1, 1997
ORGANIZATIONAL UNIT INS: Preventive Maintenance Unit	Page 1 of 3 Pages (4)	
ADDRESS (number, street, city) 1515 S Street, Sacramento	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 97-107	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a l (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS			<p><u>Preventive Maintenance Unit</u></p> <p>The Preventive Maintenance Unit controls and coordinates the preventive maintenance and repairs completed by the Plant Operations Units for all institution facilities</p> <p>This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirement for all institution facility preventive maintenance records.</p>								<p><u>Retention:</u></p> <p>Columns 12 through 16 are clarified in Column 17, Remarks.</p> <p>Media (Column 10): P=Paper, C=Computer Printout, M=Magnetic or Electronic, D=Working Microfilm/fiche, S=Master (Silver) Microfilm/fiche, X=Mixed (Cassettes, videos, etc.)</p> <p>Vital Records (Column 11): Critical to reconstruct or perform Department's basic functions (e.g., Inmate/Parolee Central File and Records) after a disaster.</p> <p>Department storage (Local Archives) can be used in place of State Records Center (SRC) for non-local offices or institutions.</p> <p><u>Disclosure Restrictions:</u> (Column 16)</p> <p>X: Exempt from public review per the Public Records Act, Government Code Section 6254.</p> <p>XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.</p>

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
											<u>Destruction:</u> Nonconfidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.
0010			Administrative Records: Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc.. Originals are maintained in Headquarters offices.	P		*			*		* Retain per RRS 16000.
0020			Institution Records								
0020A			• Reports (Monthly/Quarterly)	P		3Y			3Y		Retain for three years (office).
0020B			• Program Reviews/Site Visits	P		A+3Y			A+3Y		Retain as active until the review is completed, then retain three years (office).
0020C		Hold / Notify Archives	• Transmittal (Routine) Correspondence	P		3Y			3Y		Retain for three years (office).
0030		Hold / Notify Archives	Program Development Includes the development of all regulations, legislation and staff training necessary for program compliance.	P		5Y			5Y		Retain for five years (office).

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0040			Standard Automation Preventive Maintenance System (SAPMS) Generates reports, work orders, correct records, schedules staff and maintains labor management records.	E		A+5Y			A+5Y		Retain as active until downloaded, then retain five years. NOTE: Backups will be available through the Information Systems Branch.